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PART -I – Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

RABINDRA MUKTA VIDYALAYA

Bikash Bhavan, (2nd Floor), East Block
Bidhannagar, Kolkata-700 091

NOTIFICATION

No.001/RMV/Reg., 28th February, 2006.– In exercise of the power conferred by clauses (xi) and clause (xii) of sub-section (2) of section 5 of the Rabindra Mukta Vidyalaya Act, 2001 (West Ben. Act XI of 2001), the Rabindra Mukta Vidyalaya, with the previous approval of the State Government, hereby makes the following regulations, namely:–

Regulations

1. Short title and commencement. - (1) These regulations may be called the Rabindra Mukta Vidyalaya (Admission and Examinations) Regulations, 2006.

(2) They shall come into force on the date of their publication in the *Official Gazette*.

2. Definitions. - (1) In these regulations, unless there is anything repugnant to the subject or context, –

- (i) "Act" means the Rabindra Mukta Vidyalaya Act, 2001 (West Ben. Act XI of 2001);
- (ii) "additional subject" means a subject specified by the Vidyalaya as additional subject

in part II of Table 1 for the purpose of Madhyamik Pariksha;

- (iii) "admit card" means a document issued by the Vidyalaya allowing a student to appear at the examination;
- (iv) "amanuensis" means a person, having qualification not higher than class IX standard for Madhyamik student or class XI standard for Uchcha Madhyamik student, who has been engaged to write answers in the examination at the dictation of a physically-handicapped student;
- (v) "answer script" means a script bearing the facsimile of the competent authority supplied by the Vidyalaya to a student for writing his answers in the examination;
- (vi) "centre" means institution or any other place selected by the Vidyalaya for holding examination;
- (vii) "compulsory subject" means a subject or a group of subjects which has been specified as such by the Vidyalaya in part I of Table 1 for the purpose of Madhyamik Pariksha and in part I of Table 2 for the purpose of Uchcha Madhyamik Pariksha;
- (viii) "co-ordinator" means in-charge of a study centre;
- (ix) "credit transfer", in relation to a student who has failed to pass a Secondary Examination or Higher Secondary Examination of a Board or Council but has obtained the qualifying marks as specified in these regulations in some subjects in the Secondary Examination or, as the case may be, Higher Secondary Examination, means extending the student the benefit of being successful, for the purposes of the Madhyamik Pariksha or Uchcha Madhyamik Pariksha of the Vidyalaya, in those subjects;
- (x) "custodian of confidential papers" means a person who has been appointed as such by the Vidyalaya to have in his custody the question papers or any other papers considered as confidential papers by the Vidyalaya;
- (xi) "elective subjects", in relation to Uchcha Madhyamik Pariksha, means three or four subjects a student is required to offer from the list of elective subjects specified in part II of Table 2;
- (xii) "examination" means Madhyamik Pariksha, or Uchcha Madhyamik Pariksha, and includes any other examination, instituted by the Vidyalaya;
- (xiii) "examiner" means a teacher of schools or any other person who has been appointed as such by the Vidyalaya for evaluation of answer scripts of the students;
- (xiv) "examiner for practical examination" means a teacher of school of the relevant subject, who has been appointed by the Vidyalaya for conducting practical part of the Pariksha;
- (xv) "examination personnel" means the examination personnel appointed by the Vidyalaya under regulation 18;
- (xvi) "fee" means the money payable to the Vidyalaya by the student for the purpose as specified by the Vidyalaya from time to time;
- (xvii) "head examiner" means a teacher of schools who has been appointed as such by the

- Vidyalaya for supervising the evaluation and scrutiny work of the answer script for each subject;
- (xviii) "invigilator" means a teacher of school or any other person who has been appointed as such by or on behalf of the Vidyalaya to discharge the function of invigilation in the centre;
- (xix) "Madhyamik Pariksha" means Madhyamik Pariksha (Secondary Examination) conducted by the Vidyalaya at the secondary level (Xth standard) and the term "Madhyamik level" shall be construed accordingly;
- (xx) "moderator" means a teacher of schools or any other person who has been appointed as such by the Vidyalaya for moderating the paper set by the paper setter;
- (xxi) "Officer-in-charge" means a person who has been appointed as such by the Vidyalaya under regulation 19;
- (xxii) "optional elective subjects", in relation to Uchcha Madhyamik Pariksha, means the fourth elective subjects other than two languages and three elective subjects a student offers from the list of elective subjects specified in Table 2;
- (xxiii) "paper-setter" means a teacher of school or any other person who has been appointed as such by the Vidyalaya for setting question papers;
- (xxiv) "physically-handicapped student" means a student who has been certified by the Chief Medical Officer, District Medical Officer or Sub-divisional Medical Officer of Health or the Head of the Department of Ophthalmology or Orthopaedics of a hospital of the State Government, as having a disability and the nature and degree thereof deserving special consideration for the purpose of examination;
- (xxv) "registration" means enlistment of a student in the Vidyalaya for the purpose of examination;
- (xxvi) "registration number" means the number which has been allotted by the Vidyalaya to a student upon his enrolment;
- (xxvii) "remuneration" means such money as may be determined by the Vidyalaya to be payable to the examination personnel for rendering the services by such personnel and includes honorarium;
- (xxviii) "student" means a person enrolled as a learner in any of the study centre of the Vidyalaya and to whom permission has been accorded by the Vidyalaya to appear in the examination;
- (xxix) "study centre" means any institution recognised as such by the Vidyalaya for performing academic and administrative activities on behalf of the Vidyalaya;
- (xxx) "Table" means the Table appended to these regulations;
- (xxxi) "teacher facilitator" means a person who has been appointed, on temporary basis for facilitating, teaching or learning and performing the functions relating to administration, examination etc., in a study centre as assigned to him from time to time;
- (xxxii) "Uchcha Madhyamik Pariksha" means Uchcha Madhyamik Pariksha (Higher

Secondary Examination). conducted by the Vidyalaya at the Higher Secondary level (10+2) and the term "Uchcha Madhyamik level" shall be construed accordingly;

(xxxiii) "Vidyalaya" means the Rabindra Mukta Vidyalaya established under the Act.

(2) Words and expressions used and not defined, in these regulations but defined in the Act, shall have the meanings as respectively assigned to them in the Act.

3. Admission and registration in Madhyamik level course of study. – (1) A student can be admitted to and registered in Madhyamik level course of study in a study centre of Vidyalaya on payment of requisite fees only if he –

- (a) has attained fourteen years of age on the date of such enrolment and produces the attested copy of certificate regarding exact age from any recognised school where he studied last or copy of the birth certificate from any Municipal Corporation, Municipality or *Panchayat* or any Government Hospital;

Provided that nothing contained in this clause shall be construed as taking away the power of the Vidyalaya to relax the age for enrolment on a special ground;

- (b) has made an application for registration to the Vidyalaya along with requisite fees determined by the Vidyalaya from time to time;
- (c) produces a pass certificate of class VIIIth standard from any school or submits a self declaration to the effect that he has attained the qualification of class VIIIth standard.

(2) A student shall be enrolled for Madhyamik level course of study either in June or in December of each year and shall be entitled to complete such course of study within five years from his first enrolment.

4. Admission and registration in Uchcha Madhyamik level course of study. – (1) A student can be admitted to and registered in Higher Secondary course of study in a study centre of Vidyalaya on payment of requisite fees only if –

- (a) he passes Madhyamik or equivalent examination with seven compulsory subjects i.e. Bengali, English, Mathematics, Physical Science, Life Science, Geography, History in the Madhyamik Pariksha conducted by Rabindra Mukta Vidyalaya or equivalent examination conducted by the Board or Council of West Bengal or any recognised Board or Council in other States as well as those operating at national level or from National Institute of Open Schooling or any Open School of other States;
- (b) has made an application for registration to the Vidyalaya along with requisite fees to be determined by the Vidyalaya from time to time.

(2) A student shall be enrolled for Uchcha Madhyamik level course of study during July to September of each year and shall be entitled, to complete such course of study within five years from his first enrolment.

5. Subjects of study at Madhyamik level. – (1) The subject at Madhyamik level shall be so designed that a student can achieve the level of competency of class Xth standard at national and state level.

(2) The Vidyalaya has designed the Madhyamik level course curriculum as detailed in Table 1.

6. Subjects of study at Uchcha Madhyamik level course. – (1) The subject at Uchcha

Madhyamik level shall be so designed that a student can achieve the level of competency of class XIIth standard at national and state level.

(2) The Vidyalaya has designed the Uchcha Madhyamik level course curriculum as detailed in Table 2.

7. Study Centre. – (1) All the study centres of the Vidyalaya are authorised to register students for enrolment in Madhyamik or Uchcha Madhyamik Pariksha conducted by the Vidyalaya on payment of requisite fees as determined by the Vidyalaya from time to time.

(2) The students registered in a study centre are supplied self-learning study materials for-

(a) all the seven compulsory subjects in Madhyamik level of study; or

(b) all the compulsory and elective subjects in Uchcha Madhyamik level of study.

(3) The study centre shall act as institution for holding interactive session as a part of Personal Contact Programme and may be selected as centre for holding examination.

(4) The students shall be given at least 20 (twenty) interactive sessions with the teacher facilitator in each subject at Madhyamik level and at least 20 (twenty) interactive sessions in each paper of each subject at Uchcha Madhyamik level.

(5) A student registered in a study centre may apply to the Chairman, Rabindra Mukta Vidyalaya for change of his Study Centre in prescribed format showing justification for his prayer duly recommended and forwarded by the Co-ordinator of his existing Study Centre with a Bank Draft of requisite fees as may be prescribed by the Vidyalaya.

(6) The Chairman on receipt of the application shall consider the prayer for change of Study Centre on the merit of the application and shall intimate the decision to the study centres concerned, with intimation to the applicant.

8. Examination. – (1) The Vidyalaya shall conduct-

(a) a secondary examination of Xth class standard to be known as the Madhyamik Pariksha, which shall be equivalent to Secondary Examination conducted by the West Bengal Board of Secondary Education constituted under the West Bengal Board of Secondary Education Act, 1963 (West Ben. Act V of 1963); and

(b) a higher secondary examination of XIIth class standard to be known as the Uchcha Madhyamik Pariksha, which shall be equivalent to the Higher Secondary Examination conducted by the West Bengal Council of Higher Secondary Education constituted under the West Bengal Council of Higher Secondary Education Act, 1975 (West Ben. Act VIII of 1975).

(2) The examination referred to in sub-regulation (1) shall be held at such centres, and on or from such date, as the Vidyalaya may determine from time to time.

(3) Subject to other provisions of these regulations, the Vidyalaya shall notify such centres and date, and the other details as may be necessary, of the examination in such form and manner as may be determined by the Examinations Committee of the Vidyalaya.

9. Eligibility of a student to appear in the examination. – (1) In order to be eligible to appear in the Madhyamik Pariksha, a student must submit a duly filled in pre-examination enrolment form and complete one year from the date of his registration with the particular subject, however, such

eligibility shall cease after five years from the session of his registration for appearing in the examination.

(2) In order to be eligible to appear in the Uchcha Madhyamik Pariksha, a student must pass the Madhyamik Pariksha or its equivalent, must submit a duly filled in pre-examination form and complete one year from the date of his registration with the particular subject, however, such eligibility shall cease after five years from the session of his registration for appearing in the examination.

10. Enrolment and registration of student in Madhyamik Pariksha – A student shall be eligible to enrol and register himself for Madhyamik level course for June or December session, as the case may be, and Madhyamik Pariksha thereon one year after his registration in a study centre.

11. Procedure for enrolment and registration of student in Uchcha Madhyamik Pariksha. – (1) A student shall be eligible to enrol and register himself for Uchcha Madhyamik course and Uchcha Madhyamik Pariksha thereon one year after his registration in a study centre.

(2) A student shall be eligible to appear in the Uchcha Madhyamik Pariksha not more than three subjects (each of two papers) one year after his registration and he shall be eligible to appear in all subjects at a time or residuary subjects two years after registration with the subjects concerned.

12. Fees. - (1) A student shall pay, in such manner as may be specified by the Vidyalaya, such admission and examination fee as may be determined by the Vidyalaya in consultation with the State Government in the School Education Department.

(2) Other fees shall be such as may be determined and notified by the Vidyalaya.

13. Exemption from payment of fees. – (1) A Scheduled Caste, Scheduled Tribe, handicapped or female student seeking admission into Madhyamik level course of study shall be exempted from paying admission fees for enrolment.

(2) A Scheduled Caste, Scheduled Tribe, handicapped and female student are entitled to the benefit of 50% exemption of fees for enrolment to the Uchcha Madhyamik level course of study.

14. Refusal or withdrawal of permission. – Where the Vidyalaya is of the opinion that any student intending to appear, or appearing, at the examination –

- (a) is not eligible to be admitted to the course of studies,
- (b) has not fulfilled any condition necessary for the purpose of examination,
- (c) has suppressed any material fact, or
- (d) is unfit, on account of any other reason to be recorded in writing, for appearing in the examination,

the Vidyalaya may after giving an opportunity of being heard, refuse to grant permission to such student to appear in the examination or may withdraw, at any time before, during or after such examination, the permission granted, if any, to such student to appear in such examination.

15. Admit card. – The Vidyalaya shall on receipt of the duly filled in application from the co-ordinator along with the fees of a student for enrolment to appear in the examination and upon satisfied with the eligibility of the student to appear in the examination, issue an admit card, through the co-ordinator, to the student.

16. Procedure for credit transfer at Madhyamik level. – (1) A student who appeared in the Madhyamik Pariksha but has not passed in all the subjects, shall be entitled for benefit of credit transfer in respect of all subjects, in which they were declared qualified in those subjects, by securing 34% or above marks if he takes re-admission at the Vidyalaya and applies for transfer of credit for those subjects.

(2) The credit transfer at Madhyamik level in respect of students, –

- (a) who appeared at the Secondary Examinations of West Bengal Board of Secondary Education, West Bengal Board of Madrasah Education, Tripura Board of Secondary Education, National Institute of Open Schooling and other State Open Schools, may be permitted for a maximum of four subjects, in which a student obtained at least 34% qualifying marks in each subject, provided the subjects are offered by the Vidyalaya;
- (b) who appeared at the Secondary Examinations conducted by recognised Boards in other States as well as those operating at national level, may be permitted for a maximum of three subjects, in which a student obtained at least 34% marks, provided the subjects are offered by the Vidyalaya:

Provided that when a student has appeared in a subject for which there are both theoretical and practical examinations, the percentage of marks shall be calculated by taking total marks obtained in both examinations together.

(3) A student shall have to apply for credit transfer under this regulation at the time of admission in proper proforma, giving a complete list of subjects offered, marks obtained and subjects in which transfer of credit is sought, after which no such application shall be entertained.

(4) Notwithstanding anything contained in sub-regulations (1), (2) and (3), the facility of credit transfer shall not be allowed to a student beyond a period of five years from the date of last examination, in which he had appeared and on the basis of which transfer of credit is sought.

(5) The student shall also be required to produce the original mark sheet for verification.

(6) The Vidyalaya shall issue mark sheet and certificate subject to the condition that the Vidyalaya shall forfeit the previous mark sheet in which credit transfer was allowed.

(7) Cases not covered in this regulation shall be referred to the Vidyalaya and its decision thereon shall be final.

17. Procedure for credit transfer at Uchcha Madhyamik level. – (1) Any student, who has appeared at the Uchcha Madhyamik Pariksha but could not pass all subjects shall be allowed the benefit of credit transfer in those subjects to which they have been declared qualified themselves by obtaining at least 30% marks subject to the condition that they get re-admitted to the Vidyalaya and apply for credit transfer.

(2) The credit transfer at Uchcha Madhyamik level in respect of students, –

- (a) who appeared at the Higher Secondary Examinations of West Bengal Council of Higher Secondary Education, Tripura Board, or Council of Higher Secondary Education, National Institute of Open Schooling and other State Open Schools, may be permitted for a maximum of three subject's in which a student obtained at least 30% qualifying marks in each subject, provided the subjects are offered by the Vidyalaya;
- (b) who appeared at the Higher Secondary Examinations conducted by recognised Boards or Councils in other States as well as those operating at national level, may

be permitted for a maximum of two subjects, in which a student obtained at least 30% marks, provided the subjects are offered by the Vidyalaya:

Provided that if a subject has a nomenclature in a particular Board, different from that under Vidyalaya, though the contents are basically identical, that subject shall be accepted as an equivalent subject, e.g. Biology or Life Science and in case of ambiguity, the matter may be resolved through the Equivalence Committee of the Vidyalaya:

Provided further that when a student has appeared in a subject for which there are both theoretical and practical examinations, a student must get 30% marks each separately in theoretical and practical papers of those subjects provided those subjects are offered by the Vidyalaya:

Provided also that when a student eligible for credit transfer for a subject has applied to the Vidyalaya for the extension of this benefit where the full marks of the subject is other than 200 marks, the numerical recording of his marks in the record of the Vidyalaya shall be done on the basis of conversion of percentage of marks obtained by him in the subject to the extent of 200 marks and the same method shall be followed for determining the marks in the subjects having theoretical and practical papers.

(3) A student shall have to apply for credit transfer under this regulation at the time of admission in proper proforma, giving a complete list of subjects offered, marks obtained and subjects in which transfer of credit is sought, after which no such application shall be entertained. The facility may be extended for five years of examination the candidate appears last.

(4) Notwithstanding anything contained in sub-regulations (1), (2) and (3), the facility of credit transfer shall not be allowed to a student beyond a period of five years from the date of last examination, in which he had appeared and on the basis of which transfer of credit is sought.

(5) The student shall also be required to produce the original mark sheet for verification.

(6) The Vidyalaya shall issue mark sheet and certificate subject to the condition that the Vidyalaya shall forfeit the previous mark sheet in which credit transfer was allowed.

(7) Cases not covered under this regulation shall be referred to the Vidyalaya and its decision thereon shall be final.

18. Examination personnel. – (1) The Vidyalaya shall appoint following examination personnel for conduct of examination, namely: –

- (iv) officer-in-charge;
- (v) custodian of confidential papers;
- (vi) examiner;
- (vii) head examiner;
- (viii) invigilator;
- (ix) moderator;
- (x) paper setter;
- (xi) scrutineer;
- (xii) tabulator; and
- (xiii) such other personnel as the Vidyalaya may consider necessary.

(2) Names of the examination personnel so appointed shall be a matter of strict confidence and shall not be disclosed to any student, his parents and his study centre.

(3) The Vidyalaya shall have right to cancel the appointment of any examination personnel at any time in the interest of smooth conduct of examination or publication of results thereof.

(4) The Vidyalaya shall pay remuneration and conveyance charges to such examination personnel at such rates as may be determined by it from time to time.

19. Appointment and functions of Officer-in-charge. – (1) Before commencement of each examination, the Vidyalaya shall appoint an Officer-in-charge for each examination centre and issue an appointment letter with such instructions to him as may be considered necessary.

(2) The Officer-in-charge, without prejudice to any function specifically provided elsewhere in these regulations, shall generally perform the following functions, namely: –

- (a) to conduct the examination in accordance with the guidelines framed by the Vidyalaya
- (b) to act as a liaison officer between the centre and the Vidyalaya;
- (c) to arrange to hang up or affix a notice mentioning dates of examination of different papers in notice board or at any conspicuous place at the centre;
- (d) to see that seating arrangement of the students in the examination hall is so made that adopting any unfair means or practice during the examination is rendered impossible and, in particular, that all the students, when seated, are faced in one direction;
- (e) to arrange for distribution of the question papers to the students in the examination halls five minutes before the commencement of each session of the examination;
- (f) to arrange to keep records of identification of the students;
- (g) to see that the admission to the examination hall of the persons not connected with the examination is restrained;
- (h) to arrange to obtain, during each session of the examination, full signatures of the students appearing in such session of the examination on the attendance-cum-descriptive rolls supplied by the Vidyalaya;
- (i) to arrange to record attendance of the students in a separate register for each session of the examination;
- (j) to report to the Vidyalaya against a student who indulges in any misconduct or malpractice during the examination;
- (k) to lodge, in the local police station, first information report for missing answer scripts, if any, and report to the Vidyalaya an action taken by him on such incident;
- (l) to despatch the answer scripts in sealed packets to the Vidyalaya on the same day of each examination. Provided that if he fails to despatch the answer scripts in sealed packets on the same day of each examination he shall deposit the same to the custodians of confidential papers on the same day of each examination;
- (m) to take such actions as may be necessary for smooth conduct of the examination.

20. Duty of invigilator. – (1) The officer-in-charge shall appoint invigilator for the purpose of examination.

(2) It shall be duty of the invigilator –

- (a) to guard against all sorts of malpractices and misconduct on the part of any examinee at a centre and render such assistance to the officer-in-charge as may be required by him in regard to the conduct of the examination;

- (b) to see that no student carries books, papers and notes with him in the examination hall;
- (c) to check the admit cards and the registration certificates of the students on each day of examination and to ensure that the particulars written by the students on the cover paper of their answer scripts tally with those printed on the admit cards and registration certificates and put their signatures with date on the cover pages of the answer scripts issued to the students;
- (d) to record the attendance of the students within an hour of the commencement of the examination and to ask each student to put his signature on attendance-cum-signature roll on each day and on each half of the examination;
- (e) to sign the loose sheet given to the student with date and to ensure that such loose sheet should not be kept signed before distribution;
- (f) to ensure that no student submit his answer scripts and leave the examination hall before the expiry of an hour from, the time of commencement of the examination.

21. Function of the Custodian of confidential paper. – It shall be function of the custodian of the confidential papers –

- (a) to keep in his safe custody question papers in different subjects for the examination of the Vidyalaya;
- (b) to make arrangement to handover question papers in the subject on each day of the examination to the officer-in-charge or his authorised agent;
- (c) to keep answer scripts in sealed packets after each day of the examination, if it is not possible for officer-in-charge to dispatch them on the same day;
- (d) to keep the sealed packets of answer scripts after each day of the examination in respect of examination centre outside Kolkata till collection of the same by the Vidyalaya through its authorised representative.

22. Despatch of answer scripts from examination centres within Kolkata and surrounding areas. – (1) After each day of the examination, the sealed packet of answer scripts shall be despatched by special messenger so as to reach to the Vidyalaya office by 7-00 p.m. on working days.

(2) The answer scripts shall be dispatched, if possible, on the same day of the examination or on the next morning. In the later case, the answer scripts in sealed packets shall be kept in the police station, treasury or sub-treasury as the case may be.

23. Despatch of answer scripts from examination centres outside Kolkata areas. – After each day of the examination, the answer scripts shall not be sent to the Vidyalaya, however, the same shall be properly packed and sealed and be kept in the safe custody of custodian of confidential paper till the Vidyalaya arranges to lift the same from police stations after examination is over.

24. Misconduct or malpractices. – A student shall be held guilty of misconduct, if he –

- (a) is found to be in possession inside the examination hall, of any book page or pages of book or scribbling or written notes or any other incriminating papers that may have bearing on the subject, in which a student is appearing irrespective of whether such books, papers or notes or scribbling are used or not;
- (b) is found to be in possession of any question paper or any other paper containing relevant

answer or answers written on it;

- (c) helps by writing answers on another student's answer script or allows another student to write answer in his own answer script;
- (d) helps in any manner or tries to obtain any help in any manner from any other student or any other person;
- (e) communicates with another student or any other person whether inside or outside the examination hall for helping him in answering questions;
- (f) falsely writes his name, roll and number in his answer scripts, or distorts his name, roll and number or registration number in his answer scripts;
- (g) by any manner obstructs the officer-in-charge or any other examination personnel engaged by him or any other person in the discharge of their functions and duties or visiting team appointed by the Vidyalaya to supervise the examination;
- (h) offers illegal gratification to the invigilator or other persons connected with the examination;
- (i) indulges in any kind of misbehaviour or misdemeanour^h or intimidates, or assaults or attempts to intimidate or assault an invigilator or any other person connected with the examination, either inside or outside the examination hall or refuses to comply with the orders of the officer-in-charge or invigilator regarding seating arrangements or with any other requirements in the examination hall, including destruction or damage of property of the examination hall or the institution concerned;
- (j) leaves the examination hall without submitting the answer papers to the invigilator of the room or any other authorised person or wilfully submits mutilated answer script;
- (k) leaves the examination hall with the answer scripts or carries from the examination hall the question paper during the hours of examination or possesses the question paper out the examination hall during the hours of examination;
- (l) leaves the examination hall before the expiry of an hour from the commencement of the examination;
- (m) leaves the examination hall without recording his attendance on the attendance roll;
- (n) allows himself to be impersonated by another person in the examination hall;
- (o) discloses his identity in any manner other than that provided in the answer script;
- (p) encloses a currency note with an answer script with the intention of offering illegal gratification or inducements to the invigilator or other persons connected with the examination or, in any way tries to take illegal or unfair advantages;
- (q) is found to indulging in indecorous writings or indecorous drawings or political slogans are found in the answer book of the student;
- (r) attempts to violate any other provisions of these regulations.

25. Disciplinary Board. – (1) Where a student is reported to the Vidyalaya to be guilty of committing any misconduct or malpractice or breach of discipline in connection with the examination, the Chairman may, after considering the case, take such action as he thinks fit or refer the case for

enquiry to a Disciplinary Board consisting of not more than three members as may be constituted by the Vidyalaya.

(2) The Disciplinary Board shall enquire into the case so referred to it by giving the student an opportunity of being heard, and after considering his reply to the charge against him take such evidence as it may deem necessary.

(3) The Disciplinary Board shall submit its report to the Chairman containing its findings and recommend following actions on the basis of its findings which may include cancellation of the examination at which the student appeared or withholding of permission for appearing at any subsequent examination or examinations, or any other punishment.

(4) On receipt of the report against the student, the Chairman of the Vidyalaya after considering the findings and recommendations may pass such order or orders as he may think fit and proper and shall thereafter place the order before the Vidyalaya through Examination Committee of the Vidyalaya at its next meeting.

(5) The decision of the Vidyalaya shall be final and binding on the student.

26. Receipt of bundles or packets in Vidyalaya. – (1) The number of bundles or packets received from the centre in the Vidyalaya shall be noted in register for record.

(2) The bundles containing packets of answer scripts shall then be opened and number of packets found in a bundle shall then be verified with the number of packets mentioned in the despatch report of the centre.

(3) The discrepancy, if any, found therein, should be immediately brought to the notice of the Chairman or Director of the Vidyalaya who shall arrange to obtain necessary clarification from the centre and on receipt of clarification the Chairman shall take necessary action as he may deem fit.

(4) The packets of answer scripts shall then be sorted out subject wise and medium wise and made into a bundle containing scripts not exceeding three hundred in it.

(5) The particular of the top sheet of each packet shall then be noted in triplicate in a register and one copy of the sheet shall be kept with bundle, the second copy shall be handed over to the head examiner or co-ordinator and third copy shall be kept in the office for record.

(6) After all packets of each subject are made into bundles as referred to in sub-regulation (4) above, the same shall be sent to the respective head examiner or co-ordinator for distribution among the examiners.

27. Assessment of answer scripts. – (1) The examiner shall assess the answer scripts under the supervision of head examiner.

(2) The method of assessment shall be numerical in terms of marks to be awarded by examiners in each paper or subject, as the case may be.

28. Hour of examination. – (1) Each examination in theoretical paper shall be of three hours duration.

(2) Duration of practical examination shall be such as may be determined by the Vidyalaya.

29. Mark sheet. – (1) The Vidyalaya shall issue a mark sheet to individual student through coordinator after publication of results for respective examination.

(2) The mark sheet to be issued by the Vidyalaya to a student shall contain marks obtained by him in each subject of the examination.

(3) Every study centre shall maintain a mark sheet delivery register in which or receipt of mark sheets from the Vidyalaya, serial number of mark sheet and marks obtained by individual student shall be posted against the name and roll number of the student.

(4) In case mark sheet remain incomplete due to certain reasons, the Vidyalaya shall communicate such reasons to the concerned study centre. On receipt of the information the co-ordinator shall contact the Vidyalaya and furnish the particulars within a fortnight to enable the Vidyalaya to complete the mark sheet.

(5) In case the mark sheet of any particular student is not received by the study centre along with the mark sheets of the students, the co-ordinator shall inform the Vidyalaya of the fact within seven days of the receipt of mark sheets of the study centre:

Provided that after expiry of the above period of seven days, a fee, as may be determined by the Vidyalaya for the purpose, for duplicate copy shall have to be deposited.

(6) On receipt of such information, the Vidyalaya shall arrange for investigation of the matter and if satisfied, shall issue a duplicate copy of mark sheet free of cost.

30. General structure of Madhyamik Pariksha and condition relating to declaring a student pass. – (1) The Madhyamik Pariksha shall be held in the month of June and December of each year.

(2) A student, duly registered before one year and eligible to enrol for such subject, can sit for an examination with any number of subjects he likes.

(3) If a student fails to pass in all compulsory subjects, then the subjects in which he has obtained 34% marks shall be stored and he shall be entitled to appear in the other subjects in which he failed, in any of the subsequent Madhyamik Pariksha until he passes all seven compulsory subjects:

Provided that a student may be allowed to avail nine consecutive chances to appear at subsequent Madhyamik Pariksha after first enrolment.

(4) When the student becomes successful in all the seven subjects, he shall be declared to have passed the Madhyamik Pariksha and a pass certificate shall be awarded to him:

Provided that if a student offers an additional subject and secure a minimum of 34% of marks in aggregate in each group of the compulsory subject, the marks obtained by him, in excess of 34% in additional subject only shall be added in total marks for determining his division:

Provided further that failure or absence in the additional subject shall not affect the result of the student.

(5) If a student, who has secured pass mark in a subject and has not been declared to have passed the Madhyamik Pariksha, desires to

improve his score in such subject in which he has already passed, he may sit for the subsequent Madhyamik Pariksha again in that subject, but the marks obtained by him in the subsequent Madhyamik Pariksha shall have to be accepted whether it is higher or lower than the marks obtained by him in previous Madhyamik Pariksha.

✓ (6) In order to be successful in the examination, a student must obtain 34% marks in each group of the compulsory subjects as per curriculum specified in Table 1.

✓ (7) In order to be placed in the first division, second division or third division, a successful student must obtain at least 60 percent, 45 percent and 34 percent marks respectively in the aggregate in an examination.

31. General structure of Uchcha Madhyamik Pariksha and condition relating to declaring a student pass. – (1) The Uchcha Madhyamik Pariksha shall be held once in every year at a time to be determined by the Vidyalaya.

(2) A student after passing Madhyamik Pariksha or its equivalent examination shall be eligible to sit for the Uchcha Madhyamik Pariksha one year after his first enrolment or registration in Uchcha Madhyamik level course of study in at most three subjects as he desires and in all subjects at the end of the second year onwards upto the end of five years after first enrolment;

(3) If a student, who has secured pass mark in a subject and has not been declared to have passed the Uchcha Madhyamik Pariksha, desires to improve his score in such subject in which he has already passed, he may sit for the subsequent Uchcha Madhyamik Pariksha again in that subject but the marks obtained by him in the subsequent Uchcha Madhyamik Pariksha shall have to be accepted whether it is higher or lower than the marks obtained by him in previous Uchcha Madhyamik Pariksha:

Provided that no student who has been declared to have passed the Uchcha Madhyamik Pariksha shall be allowed to sit for the subsequent Uchcha Madhyamik Pariksha in any subject for the second time.

(4) In order to be declared successful in any examination, a student must obtain 30% marks in each of two languages and in each of at least three elective subjects:

Provided that in laboratory based subjects, where practical examination are also held, the student shall have to score 30% marks in theoretical and practical papers separately.

(5) If a student becomes successful in the two compulsory languages and at least three or four elective subjects, the student shall be declared to have passed the Uchcha Madhyamik Pariksha and a pass certificate shall be awarded in his favour:

Provided that if a student becomes successful in the examination with four elective subjects, the marks scored by him in that elective subject where the score is minimum, shall be treated as optional elective subject and the mark in excess of the pass mark (i.e.60) obtained by the student shall be added to the total marks for improvement of aggregate.

(6) If a student is declared successful by securing at least 30% marks in any subject, marks scored by him shall be stored and he shall not be required to sit for the subsequent examination in that subject.

(7) In order to be placed in the first division, second division or third division, a successful student must obtain at least 60 percent, 45 percent and 30 percent marks respectively in the aggregate in the examination.

32. Bar to use electronic device. – (1) No calculator, mobile, pager may be allowed during Madhyamik Pariksha.

(2) Non-programmable calculators may be allowed to be used in the examination hall during Uchcha Madhyamik Pariksha, however no mobile or pager phone may be allowed during Uchcha Madhyamik Pariksha.

33. Provision for post publication scrutiny.– (1) A student may apply, through the co-ordinator, for scrutiny of one or more of his answer scripts of the particular examination within 15 (fifteen) days from the date of publication of result.

(2) The applications must be forwarded by the co-ordinator of the study centre concerned by filling in the form and paying the fee determined by the Vidyalaya and must reach the Vidyalaya within 20(twenty) days from the date of publication of result.

(3) An incomplete, incorrect or faulty application for scrutiny shall summarily be rejected and no enquiry or correspondence shall be entertained in this behalf.

(4) The scope of scrutiny shall be confined to checking whether all the page of the answer script, including the loose sheet or additional sheet attached thereto, are intact, whether all the answers in the answer script have been assigned marks (being one denoted as zero or otherwise), and whether there has been any mistake in striking sub-total, total and grand total of the marks, including in transferring or quoting such sub-total, total and grand total.

(5) Neither the student, nor anyone on his behalf, shall be entitled to be present during the scrutiny or have any right to inspect the answer script.

(6) The result of the scrutiny shall be final and binding on the student.

(7) The scrutiny shall be carried out by such person as may be specified by the Vidyalaya.

(8) A communication regarding alteration, if any, in the marks following the scrutiny shall be sent to the co-ordinator who shall communicate the same to the student concerned.

34. Migration certificate. – (1) After passing the examination from this Vidyalaya if a student desires to undertake higher studies under any council or university outside West Bengal, a migration certificate shall be obtained from the Vidyalaya on an application through the co-ordinator on payment of requisite fee.

(2) If a student, passing Madhyamik Examination from other State or Central Board, seeks admission into the Uchcha Madhyamik level course of study under the Vidyalaya, he can be registered in the Vidyalaya only when other eligibility criteria for admission are satisfied, he, however, shall have to apply for registration in prescribed format along with the migration certificate from the Board where he was registered last with a Bank Draft of Migration Fee as determined by the Vidyalaya.

35. Certificate. – (1) The Vidyalaya shall issue a pass certificate to each successful student for the examination within the specified time.

(2) In case of the certificates are not issued within specified time, a provisional certificate may be obtained free of charge from Vidyalaya on an application in the specified form through the co-ordinator.

36. Duplicate documents. - (1) The Vidyalaya shall issue a duplicate copy of the document, such as registration certificate, admit card, mark sheet or any other certificate issued by the Vidyalaya to any student, on application made through the co-ordinator in such form and on payment of such fee as may be determined.

(2) In case of loss or theft of original documents referred to in sub-regulation (1), the matter shall be reported to the nearest police station and an endorsement as given on the application must be obtained.

(3) In case of original document being damaged the remaining portion should be attached with the application.

(4) In case of loss, theft, damage or complete destruction of certificate, the student shall duly swear in an affidavit containing the particulars given below, which shall be accompanied with the application:

- (a) name of the applicant,
- (b) name of the father of the applicant,
- (c) present address of the applicant in full,
- (d) name of the examination,
- (e) year of examination,
- (f) roll number,
- (g) name of the study centre wherefrom he appeared at the examination, and
- (h) reason for obtaining duplicate copy of certificate.

(5) The duplicate copy of the documents referred to in sub-regulation (1), shall be made available to the student by the Vidyalaya within twenty days, if an ordinary fee is paid, and within seven days, if a special fee is paid for urgency.

(6) The duplicate copy of document referred to in sub-regulation (1) shall ordinarily be sent to the study centre from where the student passed the examination, and thereafter the co-ordinator shall handover such duplicate document to the student or any person duly authorised on his behalf.

37. Correction of documents. - (1) Any error or discrepancy in the mark sheet shall have to be reported to the Vidyalaya by the student within thirty days from the date of receipt of marksheet by the student through the co-ordinator of the study centre for necessary correction failing which no such report shall be entertained.

(2) In case of any error or discrepancy in any document or certificate issued by the Vidyalaya, the co-ordinator of a study centre may, within six months from the date of receipt of such document or certificate, as the case may be, bring such error or discrepancy to notice of the Secretary of the Vidyalaya:

Provided that if such application is made beyond six months, a correction fee, as may be determined by the Vidyalaya, shall be required to be paid along with the application.

38. Preservation of records. - The Vidyalaya shall preserve all answer scripts, marks foils in respect of the examination of a year for a period of six months from the date of publication of the results of the examination of that year and on the expiry of the said period all such documents connected with the examination, other than the tabulation record, shall be disposed of and no demand for production of the same shall thereafter be entertained.

39. Language of instruction. - (1) The question paper on all subjects other than English language shall be set in Bengali language.

(2) A student shall be eligible to write his answer at the examination in the Bengali language only other than the English paper.

40. Interpretation. – If any question arises relating to the interpretation of any provisions of these regulations, the decision of the Vidyalaya, thereon, shall be final.

Table 1

[See sub-regulation (2) of regulation 5]

Curriculum for Madhyamik level course

Part I – Compulsory Subjects

Sl. No.	Subjects	Subject code	Full marks
(1)	(2)	(3)	(4)
1.	Bengali I	001	100
2.	Bengali II	001	100
3.	English	002	100
4.	Mathematics	010	100
5.	Physical Science	011	100
6.	Life Science	012	100
7.	History	020	100
8.	Geography	021	100

Part II - Additional Subjects

Sl. No.	Subjects	Subject code	Full marks
(1)	(2)	(3)	(4)
1.	Economics	022	100
2.	Political Science	023	100
3.	Home Science	030	100
4.	Commerce	040	100

Table 2

[See sub-regulation (2) of regulation 6]

Curriculum for Uchcha Madhyamik level course

Part I – Compulsory Subjects

Group	Subjects	Subject code	Full marks
(1)	(2)	(3)	(4)
Language	Bengali I, II	01	100, 100
	English I, II	02	100, 100

Part II – Elective Subjects

Group	Subjects	subject code	Full Marks
(1)	(2)	(3)	(4)
Group I	History I, II	03	100, 100
	Mathematics, I, II	09	100, 100
Group II	Political science I, II	04	100, 100
	Chemistry I, II, Prac.	11	80, 80, 40
Group III	Education I, II	05	100, 100
	Physics I, II, Prac.	12	80, 80, 40
Group IV	Accountancy I, II	06	100, 100
	Biology I, II, Prac.	10	80, 80, 40
Group V	Business Organisation and Management I, II	07	100, 100
Group VI	Economic Geography I, II	08	100, 100

Note – A student shall be allowed to choose any one subject from each group of elective subjects, but such subjects shall not be more than four subjects from each group taken together.

Chairman,

JYOTIRMAY MUKHOPADHYAY
Rabindra Mukta Vidyalaya.